

Position description

Communications & Administration Support

Touch New Zealand

REPORTS TO; Partnerships & Projects Manager

PERIOD OF TERM; Permanent full-time

DATE CREATED; December 2018

PURPOSE OF THE ROLE

(Summarise the main purpose of the role in 1 or 2 sentences)

- To provide administrative support to the Touch NZ Partnerships & Projects sector
- To build and develop relationships with the Touch NZ module and Provincial Association membership
- Make a positive difference to our membership through reflecting the cultures and values of Touch NZ

KEY RESPONSIBILITIES

Key responsibilities are:

- Hands on management of the Touch NZ database and on-line registration system, including supporting referee, coach, and the tournament database and on-line registration system requirements
- Manage the on-line module registration system and contractual obligations.
- Co-ordinate and distribute the annual module packs and manage the wider module communication and support requirements
- Be the first port of call for all module and competition enquiries to build capability and capacity at community touch module level
- Develop and maintain the master participation database for Touch NZ, including all delivery reports from development and delivery staff, coaching staff, tournament staff, referee staff and other reporting as requested by your direct line manager
- Support the collation of the Touch NZ annual statistics for annual reporting to all partners
- Co-ordinate the Online Shop and distribution of general orders using the online order system (Big Commerce)
- Manage the merchandise shop at key events
- Provide communications support at key Partnership & Projects events as required
- Manage the inwards and outwards of all Touch NZ merchandise and equipment relating to the Projects & Partnership sector. Support other sectors as requested by your direct line manager
- Conduct a stocktake for the Partnership & Projects sector twice annually
- Support the Communications Coordinator with the requirements of the various IT programmes and their general maintenance as requested by your direct line manager
- Conduct all Police Vetting requirements for Touch NZ and our Provincial Associations as required annually
- Support Touch NZ national tournaments as directed
- Provide wider requested administrative support to Touch NZ as part of the "team member" philosophy

CORE CAPABILITIES

Professionalism: an outstanding ethical and values-orientated approach to work, excellent presentation and a commitment to completing all work to the highest standard.

Leadership: ability to interact with people from a variety of backgrounds; make decisions independently and as part of a team; work collaboratively with staff; initiative to work independently;

Communication: ability to communicate effectively and accurately with staff and stakeholders;

Organisation and Planning: Excellent attention to detail; excellent administration and record-keeping skills; high level of organisational skills; ability to plan and achieve objectives.

Personal Attributes: enthusiasm; integrity, honesty, a commitment to excellence, high levels of motivation and initiative, personal commitment to continuous learning and development.

PROFESSIONAL & TECHNICAL CAPABILITIES

List the learned skills required for competent job performance

PROFESSIONAL:

- Communication excellence
- Process oriented
- Solutions focused
- Highest integrity and honesty
- Think outside the square
- A genuine passion for sport, community, and wanting to make a difference to people's lives
- Energy, passion and self motivated drive
- Have a belief that anything is possible and "it can't be done" are words that don't exist
- A team player

TECHNICAL:

- Experience in IT and communications
- Good understanding of social media systems (Facebook, Instagram, Twitter)
- Excellent presentation skills
- Highly competent in the use of IT and the understanding of key technologies such as Database, Web, and social media
- Understanding of brand development

QUALIFICATIONS

High level of competency in communications, IT, excel, basic computing, social media and website technologies

Relevant tertiary qualification preferred but not essential

Employee Signature

Manager Signature